

## **I. GENERAL INFORMATION**

Shelton State Community College provides library services on the Dr. Harold C. and Evelyn Martin Campus and at the C.A. Fredd Campus to serve all students, regardless of the programs in which they are enrolled. Upon moving to the Martin Campus on Old Greensboro Highway in 1997, the library was named for Karen Phifer Brooks and Susan Phifer Cork, two members of the J. Reese Phifer family, which has been supportive of the college in a number of ways for many years. The Brooks-Cork Library was dedicated on May 27, 1998. While the college views the libraries and related services as one entity, the Fredd Campus Branch Library retains its original designation in recognition of the historically black status of the Fredd Campus.<sup>1</sup>

Located on the Martin Campus, the main library houses approximately 40,000 books and carries over 450 current periodical subscriptions. Its holdings provide support for both academic and technical programs. The Fredd Campus Branch Library houses approximately 1,400 books to support the programs based on that campus. In addition, the Fredd Campus Branch Library provides a basic reference collection and a small collection on Black history and culture. A special collection, the Lon Alexander, Sr., Employee Publications Collection, named in memory of a member of the faculty, is housed in the Martin Campus library.

Shelton State's library initiated its online system in 1994, using a Dynix library system. The system, recently upgraded to a Web platform, currently includes circulation, WebPAC, cataloging, reserves, and media modules. Shelby, the electronic library assistant, is a catalog to all library holdings for both campuses. Library users may access Shelby in the library on each campus or via the Web. The libraries on both campuses are networked to the college's electronic infrastructure and have access to WWW/Internet. The Brooks-Cork Library maintains its own LAN for library resources and operations.

Current information is available on both campuses in print and electronic format. Current subscriptions to periodicals as well as to computer databases provide this information for students in a number of general and specific subject areas. Information and articles can be printed directly through the computers on which the databases are accessed. Periodical backfiles are available in print, bound, and microfilm formats. The

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<sup>1</sup> The term "library" is used generically to indicate the library and media programs provided for the college, regardless of location. The term "libraries" is used to indicate that there are two separate facilities at two campus locations. The Alabama State Fire College is a self-contained unit of the college; it provides its own instructional resources for students and instructors. Administration of all other library and media activities for academic support are centralized in the Brooks-Cork Library. See Shelton State Community College policies for more information on the administrative structure of the college.

most important resource for current information is the Alabama Virtual Library, a collection of references and databases funded by the Alabama legislature.

Audiovisuals for individual and class use are provided on each campus as well. Viewing is possible for individual users as well as for small groups in each facility. Audiovisual holdings are also listed in Shelby.

The Martin Campus library is designed on the "Information Commons" principle, in which all electronic or mediated information sources (e.g., computer databases, videos, slides, etc.), are centralized--literally and figuratively--in the library. Custom-designed tables facilitate the use of these resources and provide space for students and librarians to work collaboratively when seeking information. Other special features include group study rooms, which students may use when studying together or working on group assignments, and the divided circulation services.

The Circulation Desk, located at the entrance of the library, is the primary site for information and circulation of books and materials that leave the library. The Audiovisuals/Reserves Desk, located deep within the library, is the site for in-house circulation of materials. The Electronic Classroom (aka Career/Technical Education Instructional Center) is used in teaching library skills and is available as a lab for faculty and staff. The Kiwanis Room, set aside as a faculty/staff research room, is provided for use by Shelton State employees. Finally, a "silent study" area is located at the rear of the library to provide a place for quiet study and concentration that is separate from the busier areas of the Information Commons, the circulation desks, and the current periodicals section.

The Fredd Campus Branch Library is housed in two classrooms in the administration building on the Fredd Campus. It includes one office for library staff and two storage closets for equipment and other materials. A second office is available for storage of audiovisual equipment down the hall. The library is furnished with reading tables, lounge furniture, computer workstations, and library shelving. Students may view audiovisuals individually or with classes or groups.

Library hours vary according to campus and are indicated below. When classes not are in session, library hours on both campuses are 8:00 a.m. until 3:00 p.m., Monday through Friday. The libraries are not open when the college is closed (as for holidays). Special hours or changes in the regular schedule are posted as necessary.

Martin Campus Library (Main Campus)

Monday--Thursday	7:30 a.m.--10:00 p.m.
Friday	7:30 a.m.-- 5:00 p.m.

Fredd Campus Branch Library

Monday--Friday	8:00 a.m.--12:00 p.m.
	1:00 p.m.-- 5:00 p.m.

## II. PURPOSE AND MISSION

After a survey in 1979, purpose and mission statements for the Shelton State libraries were developed. These statements were formally reviewed and re-approved in 1986, 1992, 1994, and 1998. The following statements, revised in 1998, reflect the role of the library within the college and are consistent with the institution's purpose and goals.

The primary ***purpose*** of the Brooks-Cork Library is to provide information services and bibliographic resources to support the educational needs of students and the instructional needs of faculty, staff, and administrators of Shelton State Community College. The ***mission*** of the Brooks-Cork Library is to serve as an integral part of the educational program of the college by facilitating and improving learning in all instructional areas, both academic and technical. The library and its staff are dynamic and active forces for progress within the college.

The Brooks-Cork Library supports the educational program of the college through the following areas of service: collection development; circulation; academic reserves; reference services; facilities and resource management; bibliographic instruction; attention to the special needs of library users; community services; cooperative and reciprocal relationships; and library effectiveness. Additional details are provided in of the Brooks-Cork Library Handbook.

## III. Library Faculty and Staff

Director of Library Services	Debbie Grimes, Ph.D., MLS	Faculty
Librarian	Sully Cochrane, MLS	Faculty
Librarian (Evenings)	Don Bell, MLS	Faculty
Library Public Services Officer	Glen Johnson, MLS	Staff
Library Systems Officer	Chuck Boening, Ed.D.	Staff
Library Acquisitions Secretary	Rita Tragemann	Staff
Library Audiovisual Specialist	Jean Epps	Staff
Library AV/User Services Secretary	Jean Mack (Fredd Campus)	Staff
Library Reserves/Acquisitions Sec.	Betty O'Dell	Staff
Library Clerk	Tamara Gainous*	Staff
Library Clerk	Jed Jolly (½ time)*	Staff
Reference Librarian (19 hrs./wk.)	Kay Rable, MLS	Faculty
Reference Librarian (19 hrs./wk.)	Ellen Fautot, MLS	Faculty

\*Temporary